

SANDY CITY
APPROVED POSITION SPECIFICATION

I. Position Title: Facilities Project Coordinator

Revision Date: 08/19

EEO Category: Service-Maint.

Status: Non-exempt

Control No: 30769

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Facilities Manager, coordinates all capital projects and supervises maintenance personnel and performs a variety of technical skilled duties related to planning, managing and performing maintenance and repairs of City facilities.

III. Essential Duties:

- Assists the Facilities Manager in performing and coordinating building projects, bids and design projects. Performs a variety of technical skilled duties related to planning, organizing, directing, performing and coordinating facility remodels & maintenance services and operations.
- Supervises and disciplines maintenance staff, including any seasonal staff during projects.
- Establishes facility project and maintenance work priorities and completes maintenance assignments, as necessary.
- Operates, manages and monitors maintenance of heating, ventilation and air conditioning (HVAC) systems in assigned city facilities. Manages and monitors systems to ensure proper operation and efficiency. Troubleshoots system failure/problems, as necessary.
- Assists Facilities Manager with the coordination of various remodeling and construction projects, including proposed budgets and time-lines for completion.
- Maintains a work management system and a log of equipment repairs. Files and records instruction manuals and warranties for all building warranties and equipment.
- Inventories and monitors the distribution of some keys in assigned facilities.
- Ensures that assigned buildings are unlocked each morning and locked each evening.
- Responds to emergency calls on a 24 hour basis, when needed.
- Establishes and implements processes for responding to departmental work order/repair requests at City facilities.
- Assists Facilities Manager to develop and implement on-going, preventative maintenance and project remodels, Assist in schedules for assigned capital facilities, systems and services, including elevator service, paint, wallpaper and carpet replacement, fire suppression systems, HVAC units, etc.
- Keeps buildings and systems in compliance with fire codes, building codes and insurance requirements.
- Fastens pictures, hangers, etc. to walls.
- Completes minor plumbing, lock, electrical and painting repairs.
- Re-lamps fixtures as directed.
- Changes air filters.
- Moves and repairs furniture and moveable partitions.
- Completes general repairs and remodel projects.
- Assists Facilities Manager in performing frequent building inspections for future remodels and major building repairs of facilities.
- Performs record keeping and inventory control.
- Runs phone and data lines.
- Finds and promptly records or corrects hazards or unsafe conditions.
- Develops written and defined bid specifications, solicits bids, and makes recommendations for bid awards for all Capital building Projects.

IV. Marginal Duties:

- Performs cleaning, snow shoveling and custodial work as needed.
- Performs other related duties as assigned.

V. Qualifications:

Education: Requires high school diploma or equivalent. Requires two years formal education or training in facilities management, construction management and/or related field. May substitute any equivalent combination of education and experience.

Experience: Requires 4 years experience in plumbing, electrical, carpentry, building maintenance, construction or related duties. Supervisory experience preferred. May substitute any equivalent combination of education and experience.

Certifications/Licenses: Valid Utah driver's license is required. Contractor's License Preferred.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Maintenance practices; cleaning techniques; customer service techniques; and safety practices. Carpentry, electrical, plumbing and related building trades, bid process, blue print, construction trade and HVAC systems are required.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money and/or tools. Assisting the Facilities Manager in remodeling city facilities and keeping them in good repair; safety of City employees and visiting public as related to the performance of duties; great responsibility for the supervision of employees.

Communication Skills: Contacts with other departments, contractors and other vendors, contacts with other departments, requiring tact and judgment to avoid friction; access to information that must be kept confidential; communicate effectively verbally and in writing.

Tool, Machine and Equipment Operation: Requires use of cleaning equipment and a wide variety of hand and power tools; regular use of a City vehicle; regular use of general office equipment, a personal computer and computer programs including spreadsheets, word processing and other applicable applications; ability to use programmable thermostats, time clocks and alarm systems.

Analytical Ability: Establish and maintain effective working relationships with employees and the public; apply problem solving and analytical principles to effectively identify and address problems with facilities and systems; ability to work independently.

VI. Working Conditions:

Physical Demands: While performing duties of job employee may frequently bend, stoop or crouch; and frequently communicates with others. Employee may sit or stand for long periods of time. Moderate exposure to unpleasant and hazardous working conditions including the handling of hazardous materials; occasional heavy lifting (45 pounds and over).

Work Environment: This position is a high demand position that requires meeting deadlines. Generally comfortable working conditions. The noise level in the work environment is usually moderate, with occasional increased noise exposure. Occasional exposure to stressful situations as a result of human behavior. Occasional exposure to dangerous or disagreeable conditions including heat, cold, excessive noise, fumes, heights and confined spaces. Evening and weekend work required and some 24-hour emergency call-outs required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____